

# Exemplar Assignment Brief

2017

**Pearson BTEC Level 3 Certificate for  
Working as a Close Protection  
Operative within the Private Security  
Industry**

**Unit 1: Working as a Close Protection  
Operative**

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## Introduction

### **Assignment Title: Understand roles, responsibilities, surveillance and legislation for close protection operations**

This assignment has been written for centres:

- to assess learners knowledge and understanding
- to comply with the SIA license linked qualification requirements

This assignment has been set as an exemplar and should be internally marked and made available for standards verification; this assignment can be altered and amended as necessary. If you have made any amendments to this assignment brief, it must be internally verified before being issued to learners.

Please be aware that:

- Learners can complete this assignment in the classroom, as part of distance learning or under the supervision of a tutor/Assessor.
- Learners must achieve a pass for all Assessment Criteria.
- Learners must achieve all Learning Outcomes and Assessment Criteria stipulated in this assignment.
- A record of assessment materials, learners' answers and additional evidence must be kept securely to allow Standards Verification to take place.
- **All assessment and verification records must be retained for a minimum of three years after certification has been issued.**

# Assignment Cover Sheet

Centre		
Learner name		
Course	Pearson BTEC Level 3 Certificate Working as a Close Protection Operative within the Private Security Industry	
Unit title	Unit 1 Working as a Close Protection Operative	
Assignment title	Understand roles, responsibilities, surveillance and legislation for close protection operations	
Tutor name		
Issue date	Submission date	Re-submission date(s)

### Learner declaration

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Signed (learner) \_\_\_\_\_ Date \_\_\_\_\_

### Assessor declaration

I declare that the work submitted for assessment is entirely the learner's own work.

Signed (Assessor) \_\_\_\_\_ Date \_\_\_\_\_

## Assignment Context

In your role as a Close Protection Operative, you will be required to conduct basic surveillance drills whilst complying with relevant legislation. The way you do this, and your understanding of the impact of its use, are very important for you, your colleagues, your employers and their customers.

It is vital that within your role you understand the different roles and responsibilities, the different surveillance techniques that there are and the legislation applicable to you.

In order to demonstrate adequate knowledge and understanding of this, you must successfully complete all tasks in this assignment. You may use any appropriate resources at your disposal.

This assignment covers the Assessment Criteria listed on the Assessor feedback sheet.

# Knowledge Workbook

## (Learning Outcomes 1, 2, 3, 4, 5 and 6)

You must answer all questions to demonstrate you have the knowledge required for these aspects of the close protection role.

Q1 (i): State the purpose of the following: AC 1.1/ 1.2
Close protection
Training and licensing
Q1 (ii) State why it is necessary for a close protection operative to maintain (Continuing Professional Development) CPD. AC1.11

Q2: Identify **five** professional attributes the close protection operative requires (AC 1.4)

1)

2)

3)

4)

5)

Q3: Explain the **difference** between a client and a principal (AC 1.5)

Client –

**Whereas**

Principal –

Q4: Complete the table to describe the different roles and responsibilities within the close protection environment: AC1.3

Role	Responsibility
Team Leader (TL)	
Second in Command (2IC)	
Personal Protection Officer (PPO)	
Security Advance Party (SAP)	
Security Driver (SD)	
Medic	
Residential Security team (RST)	
Personal Escort Section (PES)	

Q5: Identify **four** types of clients who may require close protection: (AC 1.6)

1)

2)

3)

4)





<b>Q10: State the purpose of the following and describe the techniques employed</b> <b>AC 2.1/2.2/2.3/2.4</b>
<b>Surveillance</b> Purpose -  Techniques -
<b>Counter surveillance</b> Purpose -  Techniques -
<b>Anti-surveillance</b> Purpose -  Techniques -
<b>Q11: Identify <b>three possible</b> sources of unwanted attention. AC 2.5</b>
1)  2)  3)  4)

Q12: Describe the capabilities and limitations of different surveillance equipment. AC 2.6

Capabilities –

  
  
  

Limitations –

Q13: State **three aims** of the Private Security Industry Act. AC 3.1

1)

2)

3)

Q14: Identify **three functions** of the Security Industry Authority (SIA). AC 3.2

1)

2)

3)

Q15: Complete the following table. AC 3.3

Type of Law	Examples	Court where cases are heard
Civil Law		
Criminal Law		
Common Law		n/a

<b>Q16: State <b>five</b> different pieces of <b>legislation</b> that impact on the role of a close protection operative. AC 3.4</b>
1)
2)
3)
4)
5)
<b>Q17: State the definition of interpersonal skills. AC 4.1</b>
Interpersonal Skills -
<b>Q18: Identify <b>at least four</b> different interpersonal skills required by a close protection operative. AC 4.2</b>
1)
2)
3)
4)
<b>Q19: Explain the importance of the following. AC 4.3/4.4/4.5</b>
Communication with the principal, clients and other individuals –
Assertiveness in the role of a close protection operative –

Etiquette, dress code and protocol –
Q20: State the <b>purpose</b> of reconnaissance and identify <b>at least four</b> factors to be considered when conducting reconnaissance. AC 5.1/5.2
Purpose - 1) 2) 3) 4)
Q21: State the role of Security Advance Party. AC5.3
Role of Security Advance Party -
Q22: Explain the difference between the following. AC 5.4
Covert Reconnaissance –
Overt Reconnaissance –

Low Profile Reconnaissance –

Q23: State **three reasons** for searches. AC 6.1

- 1)
- 2)
- 3)

Q24: State how to deal with unauthorised/dangerous items. AC 6.2

Q25: Identify **two** pieces of legislation and **two** other powers of search and access control as applied to the close protection operative: AC 6.3

Legislation

- 1)
- 2)

Other powers of search and access control

- 1)
- 2)

Q26: Describe the implications of searching and identify the resources needed to carry out a search AC 6.4/ 6.5

**Buildings**

Implications -

Resources -

**Vehicles**

Implications -

Resources -

**People**

Implications -

Resources -

Q27: Describe the process for sanitising and securing a location prior to use. AC 6.6

Process for sanitising and securing a location –

Q28: Identify **two** methods for securing a vehicle, building and location. AC 6.7

1)

2)

Q29: Explain the importance of post search security. AC 6.8



# Assessor Observation Record

<b>Qualification</b>	<b>Pearson BTEC Level 3 Certificate Working as a Close Protection Operative within the Private Security Industry</b>	<b>Assessor name</b>	
<b>Unit title</b>	<b>Unit 1 – Working as a Close Protection Operative</b>	<b>Learner name</b>	
		<b>Internal Verifier name</b>	
<b>LO 7: Be able to establish and maintain secure environments</b>		<b>Assessor Comments</b> Please provide details of how the learner has met each Assessment Criterion	<b>Achieved? Tick if yes</b>
<b>7.1 Carry out basic search techniques for people, vehicles and property</b> Personal search Vehicle (7 point vehicle search) Building (team leader, scribe, rummage pairs, sector, subsector, scan, sweep) <i><b>Additional evidence expected - video or photographic evidence of searches</b></i>			
<b>7.2 Carry out a room search</b> Sweep, scan, rear to rear, sanitise, search, secure, guard (SSSG) <i><b>Additional evidence expected - video or photographic evidence of searches.</b></i>			
<b>7.3 Complete a reconnaissance activity</b> Planning, preparation Teamwork, role allocated Variety of methods (vehicle, to foot, internet, open source information, covert, overt) Reporting, consolidating, summarisation, presenting <i><b>Additional evidence expected - completed reconnaissance report/presentation for venue(s).</b></i>			

<p><b>7.4 Use basic surveillance, anti-surveillance and counter surveillance techniques</b></p> <p>Covert                  Foot drills                  Technology (lawful)                  Vehicle (if appropriate)                  Rule of 3                  Pinch points, choke points, vulnerable points                  Crossing, trigger, housing, cornering, boxing                  Routine drilling</p> <p><i><b>Additional evidence expected - video or photographic evidence for use of surveillance techniques.</b></i></p>			
<p><b>7.5 Use basic negotiation skills</b></p> <p>Verbal, non verbal                  Assertiveness                  Decision making, problem solving, negotiation and listening skills</p>			
<p><b>Assessor summative comments</b></p>			
Learner signature		Date	
Assessor signature		Date	
IV signature		Date	

# Assessor Summative Feedback Report

<b>Qualification</b>	<b>Pearson BTEC Level 3 Certificate Working as a Close Protection Operative within the Private Security Industry</b>	<b>Assessor name</b>	
<b>Unit title</b>	<b>Unit 1 – Working as a Close Protection Operative</b>	<b>Learner name</b>	
		<b>Internal Verifier name</b>	
<b>Learning Outcome</b>		<b>Evidence Required</b>	<b>Achieved?</b> Tick if yes
LO1 Understand the roles and responsibilities of a close protection operative (AC1.1 – AC1.11)		Assessed workbook questions 1-29	
LO2 Understand basic surveillance, anti-surveillance and counter surveillance techniques (AC2.1 – AC2.6)			
LO3 Understand legislation relevant to a close protection operative (AC3.1 – AC3.4)			
LO4 Understand the importance of interpersonal skills within a close protection environment (AC4.1 – AC4.5)			
LO5 Understand the importance of reconnaissance within a close protection environment (AC5.1 – AC5.4)			
LO6 Understand incident management within a close protection environment (AC6.1 – AC6.5)			
LO7 Be able to establish and maintain secure environments (AC7.1 – AC7.5)		Assessor Observation Record and additional evidence identified	
Assessor summative feedback			
Learner signature		Date	
Assessor signature		Date	
IV signature		Date	

